

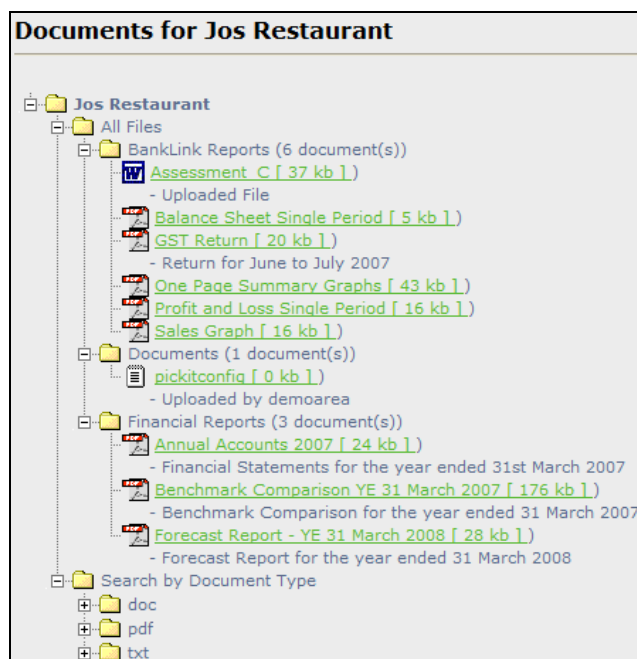
## Acclipse Secure Client Manager — Using a Secure Area

A secure area is a section of a website where confidential information is exchanged quickly and easily. You can use secure areas to view, download, print, or send documents (eg tax payment schedules, annual accounts, and reports). Secure areas are ideal for transferring large documents that could be blocked if you emailed them.

You can use your own secure area on a website to:

- View your personalised documents (tax returns, benchmarking reports, cashflow forecasts, and more)
- Securely upload any documents you want to send confidentially
- Provide additional information on your bank account transactions, ensuring you no longer need to install BankLink

To access a secure area you simply enter your username and password. Documents in secure areas are organised into folders so it's easy to find the file you're looking for.



Accessing documents in a secure area